



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: PERSONNEL PROGRAM ANALYST
SALARY: \$4113 - \$4997
POSITION: 21st Century Project – State Controller's Office (363-221-5312-001) (RPA#06-009)
TENURE/TIME BASE: One Year – Limited Term, FULL TIME (Position may receive funding for additional year)
FINAL FILING DATE: UNTIL FILLED
LOCATION: 710 Riverpoint Court, West Sacramento, CA 95605

(Positions are excluded from Collective Bargaining and receive excluded benefits.)

FREE PARKING

DUTIES:

This position is DPA's working staff representative on the State Controller's Office 21st Century Project, a joint effort between the State Controller's Office and DPA to automate payroll, leave accounting, timekeeping, benefits, employment, position management, and reporting. Through the project DPA will have access to statewide human resources data for use in labor negotiations, benefit management, classification review, etc. Duties of the position are highlight below:

- 50% Organization Change Management (OCM) – Perform a variety of analytical staff work in the areas of OCM. Work with SCO, DPA, and the software consultant and system integrator on organization change management workforce and workplace readiness activity. Assist with the development of OCM plans, strategies, assessments, and measurements. Participate in all implementation and deployment activity. Within the Mobilization and Leadership Alignment area, participates and/or leads management awareness and feedback events and interactive sessions.
- 20% Classification/Labor Relations – Participate as a team member to facilitate classification/labor activity associated with the SCO 21st Century Project's implementation and deployment activity. Document current organizational structures and jobs, knowledge, and skill levels.
- 15% Focus Groups - Work with team facilitators to obtain input from department, unions, DPA and other control agencies to document current Human Resources (HR) business practices throughout State government as related to the 21st Century Project's scope.
- 10% SCO 21st Century project Business Team – Work with the Business Team on a variety of software solution/integration activity during the design and development phases of the project. Participate on Joint Application Design Teams (JAD) in a variety of functional areas.
- 5% Legislative Proposals/Rule Changes – Researches and draft proposed policies, legislative and rule proposals changes as needed to implement policy changes.

DESIRABLE QUALIFICATIONS:

Strong analytical, communication skills and personnel management experience in either a control agency setting or in a line department, and familiarity with principles of classification and pay, requirements of the Dills Act, and business process re-engineering, are desirable qualifications. Applicant must be willing to travel as necessary. Applicant must be a responsible self-starter with the ability to function under minimal supervision and within strict deadlines. Good attendance and work habits are essential. Applicant must have the ability to establish and maintain the confidence and cooperation of others, using tact and good judgment in dealing with other employees, stakeholders and contractors, and have the ability to work both independently and as a team player, listen effectively, accurately assess issues and make suggestions about the best possible solution(s), self motivated, enthusiastic, responsible and accountable, ability to conduct research, analyze data, evaluate alternatives, develop recommendations and take appropriate actions, and have the ability to identify and implement opportunities to improve business practices.

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

RPA 06-009

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

WHO MAY APPLY:

Applicants who have status as a Personnel Program Analyst or Associate Personnel Analyst, Associate Governmental Program Analyst or equivalent classification, or are on a promotional eligibility list for Personnel Program Analyst; or have transfer eligibility for Associate Personnel Analyst, Associate Governmental Program Analyst or Personnel Program Analyst. May consider qualified Staff Services Analysts with the requisite knowledge, skills, and work experience. After an initial screening of applications, only the most qualified persons will be selected for interview.

SUBMIT APPLICATIONS/RESUMES TO:

Camille Goodwin-boyd, 21st Century Project Manager; Telephone (916) 324-6746

Department of Personnel Administration, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814.

E-mail address: cgoodwin-boyd@sco.ca.gov or camillegoodwin-boyd@dpa.ca.gov

RPA 06-009

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.